Grant Preparation Worksheet
Project Grants

This lists the information that Project Grant applicants need to submit. Before preparing your application, thoroughly review the *Guide to Grants: Organizations and Schools 2006-2007* (www.azarts.gov/guide) to determine which grant type your project or program best aligns with, become familiar with the criteria (www.azarts.gov/guide/project1.htm) the panel will use to rate your application, and the supplementary information required in addition to the online application. Also review the *General Grant Preparation Worksheet* (www.azarts.gov/guide/general_worksheet.pdf) for information that all applicants need to submit.

Begin collecting this information, and composing your narrative responses, now. We strongly recommend you DO NOT compose your responses directly in the EGOR system. Collect your answers, proof your narrative, make sure it is the right length, and that all your information is complete. THEN log into EGOR. Fill out your answers, and cut-and-paste your narrative text into the system.

- **Thursday, March 23, 2006:** Grant Online Submission Deadline and Postmark/Upload Deadline for Supplementary Materials, if Required. Descriptions of these supplementary materials appear in the *Guide to Grants* (www.azarts.gov/guide/supplementary_materials.htm), and instructions on electronically uploading or mailing/delivering them will appear in EGOR before you submit your electronic application.

* indicates a REQUIRED piece of information. The system will not allow you to input more characters than the stated limit.

There is a limit to the length of narrative responses; guidance regarding the length is provided and lists the maximum number of characters including spaces. Where possible, we have expanded the length from last year. When composing your narrative text, use upper and lower case letters (not all caps). Formatted text will not be accepted (you cannot bold, italicize or underline text, or change the font style/size). We recommend creating your narrative in your own word processor and saving it; then you can cut-and-paste into the EGOR system.

Some information is for our internal use – for state and federal reporting requirements, and to help us better understand and serve the arts field and the public – and is not used in the panel review. Some information addresses the review criteria, for the panel to use.

Project Grant information is broken into these sections.
- Project Director
- Board
- Staff
- Project Type
- Artistic Quality
- Community Needs
- Administration/Managerial Ability
- Organization History
- Project Budget
- Three Year-Budget and Overview
- Public Value
- Supplemental Materials

Project Director
Project Director Salutation*, Name*, Title, Phone*, Fax, Email*
Project Title*

Board/Staff Information
List board Member Names*, Affiliation*, Office Held*, Address
Complete a table of staff by type, fulltime/parttime/contract/volunteer*

Project Type
- ❑ Are you a school or school district?* *(If so, you should apply for an Arts Learning Project Grant, not a Project Grant)*
- ❑ What type of Project Grant*? *(Dance, Dance on Tour, Design, Exhibitions, Festivals, Literature, Media Arts, Meet the Composer, Multidisciplinary Presenting or Project, Music, Public Art, Theatre or Visual Arts)*
- ❑ A one-sentence description of the project and where project activities will take place*
- ❑ Who and what will this grant support?* 275 *characters including spaces.*
- ❑ Start and end date of project* *(must take place between July 1, 2006 and June 30, 2007)*
- ❑ Artistic discipline of the project* *(a list is provided)*
- ❑ Type of activity* *(A list is provided, such as concert, school residency, exhibition, festival; and if the project has certain characteristics, such as involves presenting/touring, serves at-risk youth, or increases access to people with disabilities)*
- ❑ *Project Race/Ethnicity (federal race/ethnicity designation which best describes the project)*
- ❑ Are you also applying for GOSIII or Basic Aid/Locals Aid?* *(If so, you must submit a Special/Unusual Statement of up to 900 characters including spaces– see http://www.azarts.gov/guide/project3.htm#)*
- ❑ Is this a Public Art project? *(If so, special conditions may apply – see www.azarts.gov/guide/project4.htm#Design/Public_Art*

Artistic Quality
The information required here relates to the review criterion of **Artistic Quality and Creativity of the Project**
- ❑ State your goal(s) for the project in relation to your mission and goals.* *350 characters including spaces*
- ❑ *Describe why these goals were selected (Up to 350 characters including spaces)*
- ❑ How will you know you have met your goals? State how your organization will make use of what is learned. *400 characters including spaces* Good ideas and tools about assessment and evaluation in the arts are available at www.azarts.gov/guide/evaluation_assessment.htm*
- ❑ Complete a table listing name of the artist/company/work to be presented or description of marketing/communications activities or other project components.*
- ❑ Narrative* *(2,450 characters including spaces)* to describe the artistic quality and creativity of your project. The following bullet points are suggestions of things to address in your narrative; you may expand beyond these ideas.
  - o Clearly describe the project the requested Arts Commission funds will support, including how the project will meet your organization's artistic goals.
  - o Describe the art/artist/consultant selection process.
  - o Describe the schedule for the project, and the description/sequence of events.
  - o Describe the project planning and agreements reached by all partners.
  - o Describe how success will be evaluated relative to your stated goals.
- ❑ A one-paragraph biography of each guest artist/ensemble/consultant (up to 675 characters including spaces).*
- ❑ You will also upload, electronically, up to three pages listing your arts programming for the past, current and next fiscal years.*

Community Needs
The information required here relates to the review criterion of **Ability of the project to serve the needs of the community, including potential public exposure and public benefit, and efforts to reach artists and audiences from culturally diverse groups.**
- ❑ Describe the community(ies) your organization will serve through this project*. *(In determining and serving community need, you should identify the specific community(ies) you serve – they may be geographic, artistic, cultural, a specific demographic, etc.) (up to 275 characters including spaces)*

- ❑ Indicate which of the following best describes how your project goals will impact participation* *(although you may be trying to accomplish all three, your project likely focuses on one of these goals and that is to be expected and recommended. For more information and assistance to help you understand why people participate in the arts, how to build participation, and strategies for the participation goals below, look into the Commission's UP-Understanding Participation program at www.azarts.gov/up or 602/229-8222).*
    - o Broadening participation (attracting more people like your current participants); or
    - o Deepening participation (building deeper relationships with your current participants); or
    - o Diversifying participation (attracting participants who are different than your current participants).
- ❑ Why did you choose this participation goal?* 275 *characters including spaces*
- ❑ State the size of your total audience/attendance/participants in public programs in general for the past year.*
- ❑ State how many people you expect to reach with this project* *(projects which seek to deepen the experience for participants may reach smaller numbers of people)*
- ❑ Are you serving schools?* If so, how many?*
- ❑ Narrative* *(up to 2,450 characters including spaces)* to describe the project's ability to serve the needs of the community, including potential public exposure and public benefit, and efforts to reach artists and audiences from culturally diverse groups. The following bullet points are suggestions of things to address in your narrative; you may expand beyond these ideas.
    - o State who will benefit primarily from this project. Describe how they have been involved in the planning.*
    - o Describe how this project is valuable to your community* *(community can be geographic, artistic, ethnic, demographic, etc.)*
    - o Describe how you will promote the project, including attempts to reach diverse groups.*

Administrative/Managerial Ability

The information required here relates to the review criterion **Managerial and Administrative ability of the applicant organization to carry out arts programming and properly administer funds granted.**
- ❑ Name the person responsible for the completion of this project.*
- ❑ Provide their one-paragraph biography.* *(up to 800 characters including spaces)*
- ❑ Narrative. You have up to 1,600 characters including spaces to describe the organization's managerial/administrative ability to carry out the arts program, and properly administer state and federal funds received* The following bullet points are suggestions of things to address in your narrative; you may expand beyond these ideas.
    - o Describe the managerial/administrative context for your organization. What is your managerial/administrative capacity? What management systems do you have in place?
    - o Describe your organization's managerial strengths.
    - o Provide information on staff, and volunteer roles and contributions.
- ❑ Describe the board's involvement in the project (up to 500 characters including spaces)

Organization History

The information required here relates to the review criterion **History of the applicant organization in producing, presenting or serving the arts.**
- ❑ Narrative – you have up to 2,000 characters including spaces to describe the history of the organization in presenting, producing or serving the arts.* The following bullet points are suggestions of things to address in your narrative; you may expand beyond these ideas.
    - o Describe the alignment of your organization's capacity, mission and programming.
    - o Describe your organization's history.
- ❑ Describe what you learned from previous projects that have led to the development of this one. Is there a crucial piece of information you haven't had the opportunity to share in the previous questions?* *(this is NOT a place to provide a sales pitch for your organization or project. It is to be used to share, for example, information about a change in your organization; a reason you are focusing on a particular goal or opportunity or challenge at this time; unique characteristics of your organization/project that affect your application, etc.)*

Project Budget*

The information required here relates to the review criterion **Appropriateness of the budget.**
You will be asked to itemize cash expenses and income (both earned and contributed) relevant to the proposed project. (Although in-kind contributions are not reflected in the Project Budget form, we recognize that in-kind support may be illustrative of important community participation. You may list in-kind support on a one-page

addendum and mail in with your supplementary materials) You will not be asked to request a certain grant amount. After completing your project budget, those expense items eligible for Commission support will be calculated, and you'll be notified of the maximum grant amount you are eligible to receive.

Three-Year Budget* and Overview*
The information required here relates to the review criterion **Appropriateness of the budget.**

Arts organizations: Use your entire budget in the Expenses, Income and Budget-Overview sections. Show Last, Current and Next Fiscal Years.

Colleges/universities, city/municipal/other government entities (including arts commissions, libraries, parks and recreation), social service organizations: Use your arts program or department budget which includes the program described in the Narrative, and note that it is not the overall organizational budget. Show the scope of your arts program so that the panel can see your project's relationship to your overall arts or departmental budget. Show Last, Current and Next Fiscal Years.

You will be asked to itemize cash expenses and income for your entire organization's operations for your most recently-completed fiscal year (actual), your current year (estimated), and next fiscal year (projected). You will be asked to explain any line-item variance of 15% or more year to year. You will be asked to state, for each year, your organization's beginning and ending cash balance, surplus or deficit (and explanation of your use of surplus or management of deficit), endowment balance and working capital reserves balance (if applicable), and amount the organization owes (if applicable).

Supplementary Materials *(Full Applications Only)*
Review the *Guide to Grants* to determine the specific supplementary materials required for your type of Project Grant (such as a/v samples, promotional materials, etc.)

Public Value *(All Applications)*
The information required here is not used in the panel review. The Commission will use it to understand, and communicate to others, the value and impact of your arts programming in your community.
- ❑ Share a short story or anecdote (up to 800 characters including spaces) that demonstrates the public benefit of your program and the use of state and federal funds.*
- ❑ Check off items on a list of things you will do in the upcoming year to inform/involve legislators/elected officials in your work.*
- ❑ Send one photograph that can be used for promotional purposes to show the value of the arts in the state of Arizona.

If you have questions or need more information, call the Arizona Commission on the Arts at (602) 255-5882.